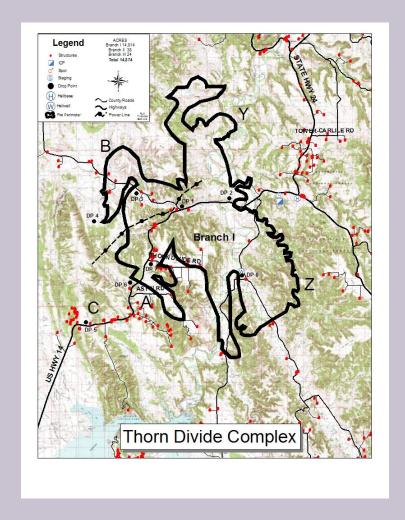
IQSWeb



ACCESS

- RECOMMEND TWO
 PERSONNEL FROM
 EACH DEPARTMENT
 HAVE ACCESSS TO
 PROGRAM
- CHIEF WILL HAVE TO REQUEST VIA E-MAIL TO ROB LEHMANN FOR ACCESS TO IQSWEB
 ROBERT.LEHMANN@
 STATE.SD.US



HELP/QUESTIONS

ROBERT LEHMANN

- ROBERT.LEHMANN@STATE.SD. US
- **605-393-4229**

CINDY HANSEN

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- **•** 605-393-8011

JIM BURK

- JIM.BURK@STATE.SD.US
- **•** 605-393-8055

ROGER WILLEY

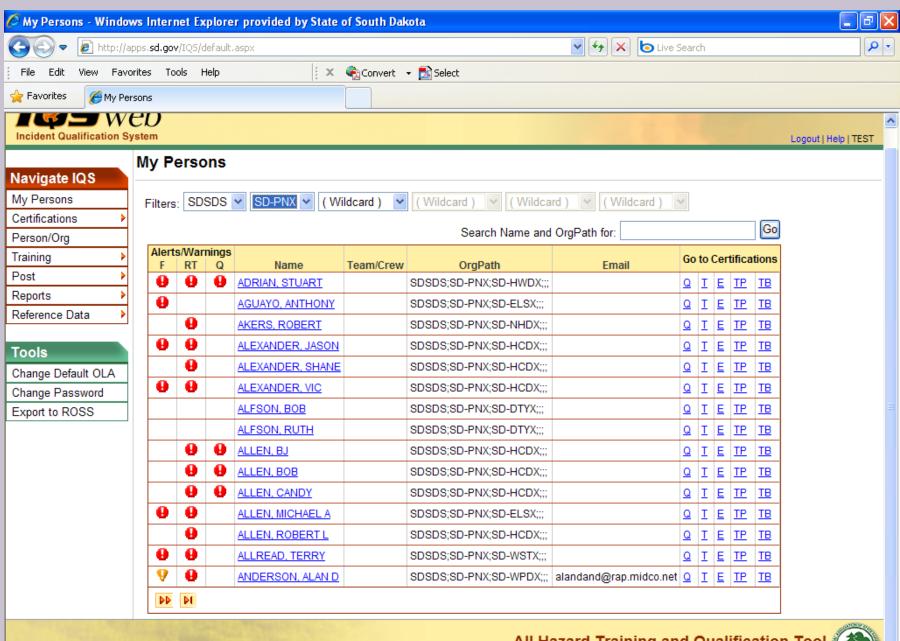
- Rwilley@goldenwest.net
- **605-745-4290**



WEBSITE

- http://apps.sd.gov/IQS/Login.aspx
- ENTER USER NAME AND PASSWORD IN UPPER RIGHT-HAND CORNER

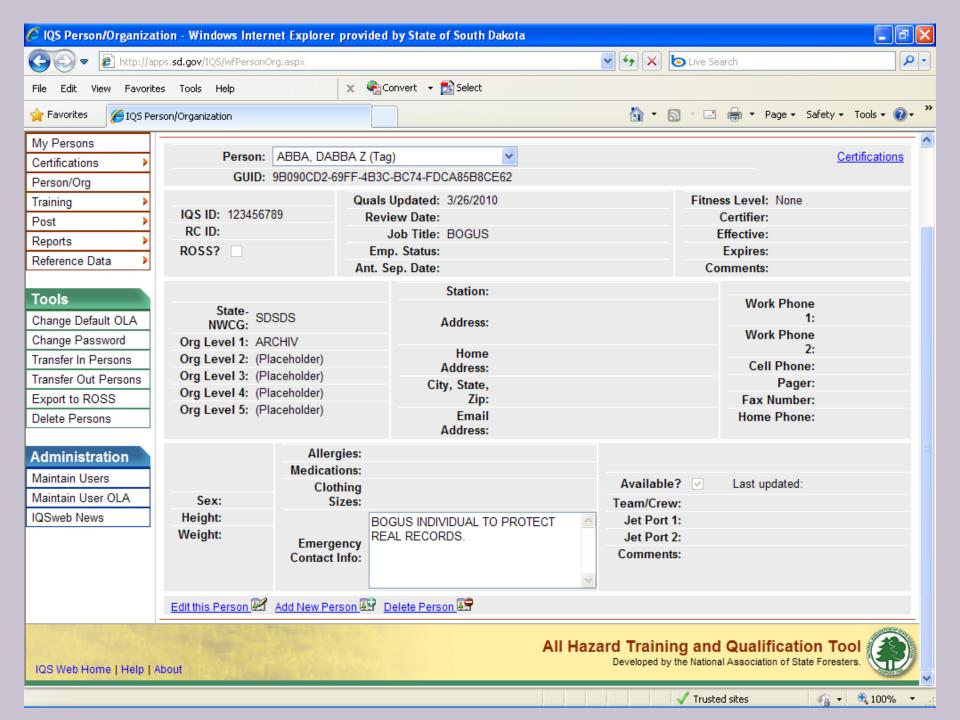




CHECKING MEMBER STATUS

- EVERYONE IN THE
 SYSTEM HAS A
 UNIQUE GUID
 (GLOBAL UNIQUE
 INDENTIFIER) #
- VERIFY PERSON IS
 NOT ALREADY IN
 THE SYSTEM PRIOR
 TO ADDING A NEW
 NAME

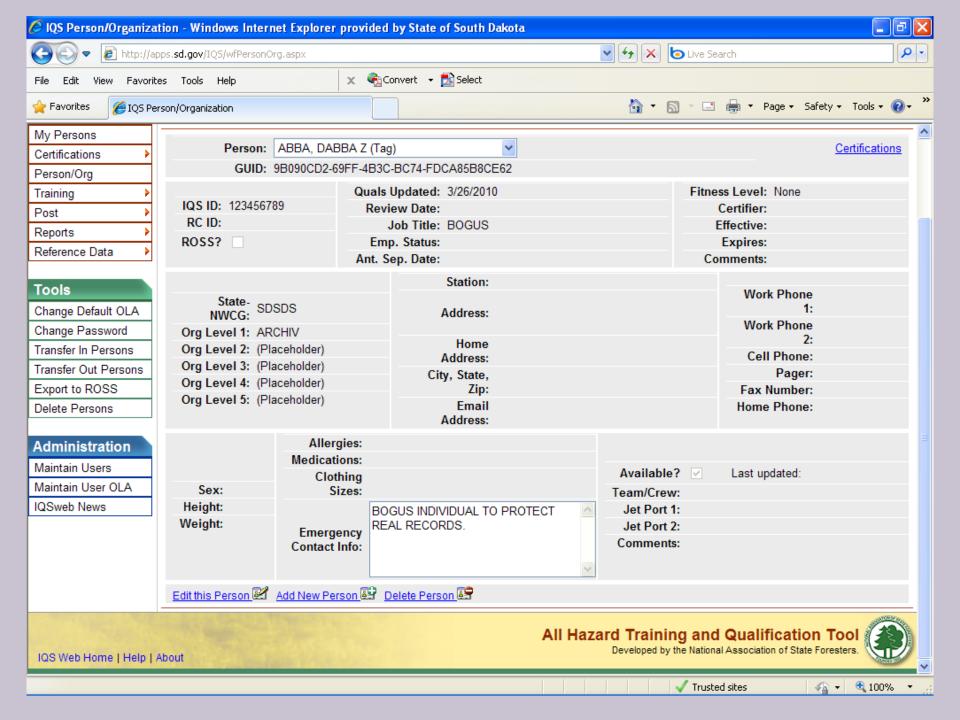
- EXAMPLE GUID:9B090CD2-69FF-4B3C-BC74-FDCA85B8CE62
- GUID ISAUTOMATICALLYGENERATED BY IQS
- VERIFY PERSONHAS INFORMATIONIN EMPLOYMENTSTATUS FIELD

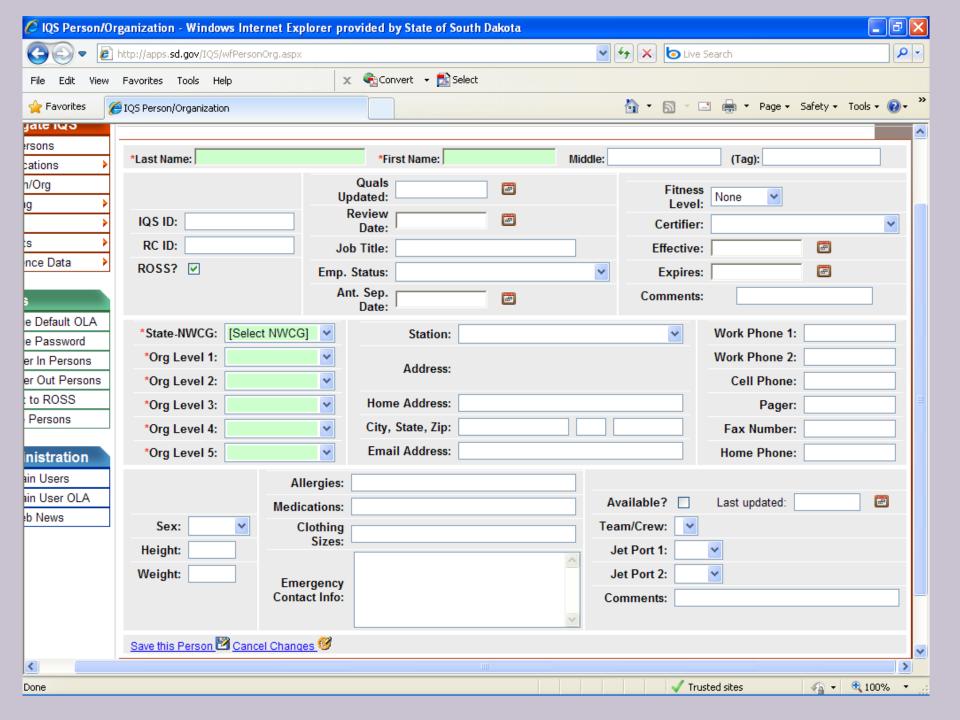


ADDING MEMBERS

- USE NAME FROM DRIVERS LICENSE OR OTHER VALID FORM OF IDENTIFICATION/ NO USE OF NICKNAMES OR ANY SPECIAL CHARACTERS
- NICKNAME CAN BE
 PUT IN TAG FIELD

- EXCEPTIONS ARE A
 HYPHEN OR AN
 APOSTROPHE IN A
 NAME
- ALL CAPITOL LETTERS
- LAST NAME, FIRST NAME, MIDDLE INITIAL





ADD PERSON

- MAKE SURE JETPORT 1 IS ENTERED
- IF ON ASSIGNMENT
 AND HAVE TO DO
 EMERGENCY DEMOBE NEED TO
 KNOW WHERE TO
 FLY TO
- CLICK ROSS BOX IF
 WANT
 INFORMATION
 EXPORTED INTO
 ROSS
- CHECK AVAILABLE BOX

INCIDENTS ENTERING INCIDENTS

- DEPARTMENTS
 WILL REPORT
 INCIDENTS TO GPC
 EITHER ONLINE OR
 BY SENDING IN A
 FIRE REPORT
 POSTCARD
- ALL INCIDENT
 NUMBERS WILL BE
 ASSIGNED BY GPC
 AND INPUT BY WFS
 INTO IQSWEB
- INCIDENTS MUST
 BE IN IQSWEB
 BEFORE
 PERSONNEL
 EXPERIENCE CAN
 BE UPDATED

CERTIFICATIONS

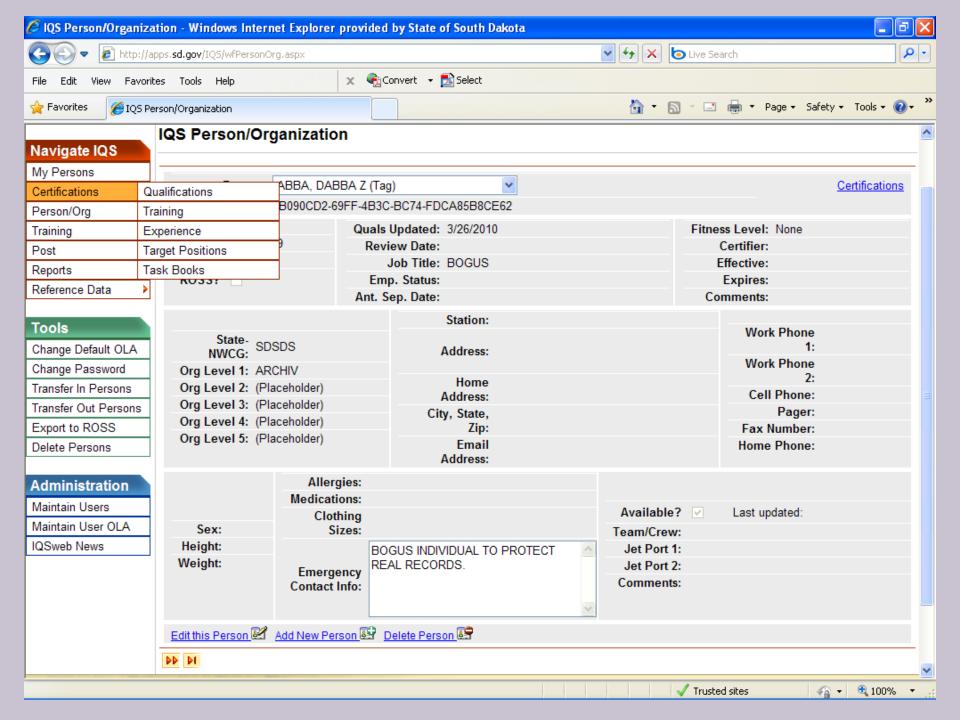
- QUALIFICATIONS
- TRAINING
- EXPERIENCE
- TARGET POSITIONS
- TASK BOOKS

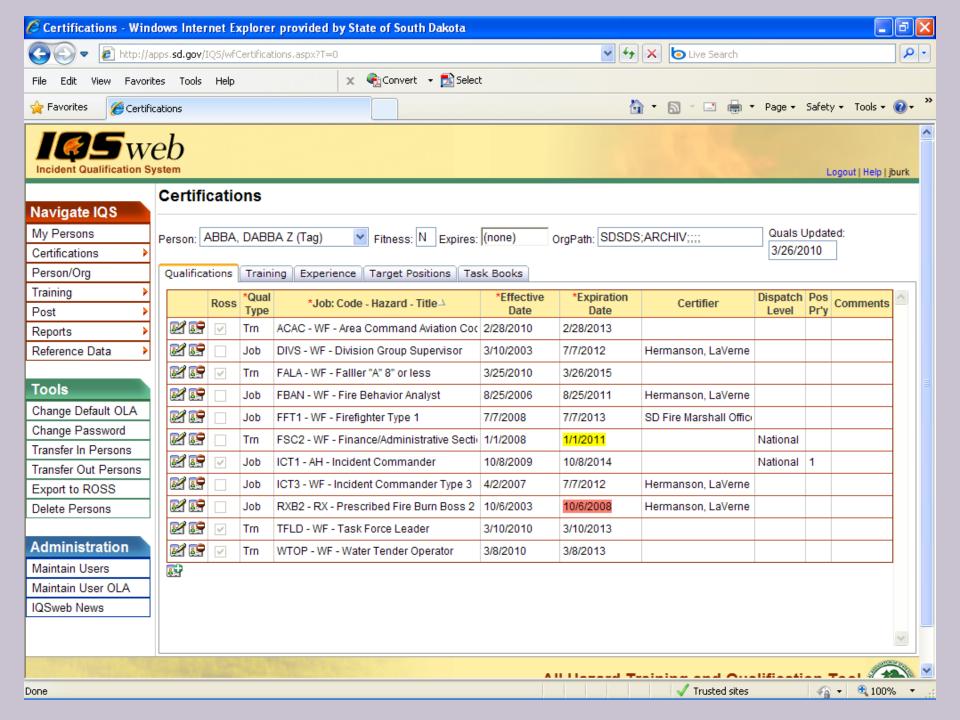


CERTIFICATIONS QUALIFICATIONS



- MUST HAVE
 PAPERWORK ON
 FILE FOR ALL
 INPUTS INTO
 IQSWEB
- THIS IS THE
 RESPONSIBILITY OF
 THE CHIEF
- WFS WILL BE DOING RANDOM AUDITS OF IQSWEB





CERTIFICATIONS TRAINING



- AGAIN IT IS THE
 RESPONSIBILITY OF
 THE CHIEF TO
 HAVE PAPERWORK
 ON FILE FOR ANY
 INPUTS INTO
 IQSWEB
- VERIFY WHAT YOU
 ARE PUTTING INTO
 THE SYSTEM

CERTIFICATIONS EXPERIENCE

- TO KEEP PERSONNEL
 QUALIFICATIONS
 CURRENT, YOU MUST
 PUT EXPERIENCE
 RECORDS INTO IQS
- THE SYSTEM WILL
 NOT SHOW A
 MEMBER QUALIFIED
 FOR A GIVEN
 POSITION WITHOUT
 QUALIFICATIONS
 AND EXPERIENCE TO
 BACK IT UP



CERTIFICATIONS TARGET POSITIONS

- THIS WILL ALLOW
 US THE ABILITY TO
 LOOK AND FILL
 ANY TRAINEE
 SPOTS WHEN
 NEEDS ARISE
- IT WILL BE POSTED
 AS SOON AS IT IS
 PUT IN IQSWEB,
 NOT HAVE THE
 TIME DELAY TO
 MOVE THE DATA



CERTIFICATIONS TASK BOOKS

- CHIEF CAN INITIATE TASK BOOKS THROUGH ADVANCED FIREFIGHTER (FF1)
- AFTER INITIATING
 TASKBOOK, GO TO
 QUALIFICATIONS AND ADD
 DISPATCH LEVEL AND
 PRIORITY, (PRIORITY SETS
 ORDER PRINTED ON RED
 CARD)
- CHECK BOX FOR ANY
 POSITIONS YOU WANT TO
 GO INTO ROSS
- ANYTHING TASK BOOKS
 ABOVE FF1 MUST BE
 INITIATED BY THE WFS
 TRAINING OFFICER

- TASKS CAN ONLY BE SIGNED BY PERSONS REDCARDED AT TASK BOOK LEVEL OR ABOVE
- ALL PAGES OF COMPLETED
 TASKBOOK AND ANY
 SUPPORTING
 DOCUMENTATION MUST BE
 SENT TO WFS TRAINING
 OFFICER FOR AGENCY
 CERTIFICATION
- COPIES OF <u>ALL</u> PAGES OF TASK BOOK AND ANY SUPPORTING DOCUMENTATION WILL NEED TO BE KEPT ON FILE BY THE PERSON'S DEPARTMENTALL

CERTIFICATIONS TASK BOOKS

- ANY COMPLETED
 TASKBOOKS WILL
 BE ENTERED INTO
 IQSWEB BY WFS
 TRAINING OFFICER
 UPON FINAL
 VERIFICATION
- TASKBOOKS
 INITIATED BY WFS
 TRAINING OFFICER
 WILL BE ENTERED
 INTO IQSWEB UPON
 INITIATION

PERSON/ORG



WFS TRAINING OFFICER NEEDS WRITTEN DOCUMENTATION (LETTER OR E-MAIL) FROM CHIEF WHEN **PERSONNEL SWITCH AFFILIATIONS** i.e.: **FROM DEPARTMENT TO** DEPARTMENT

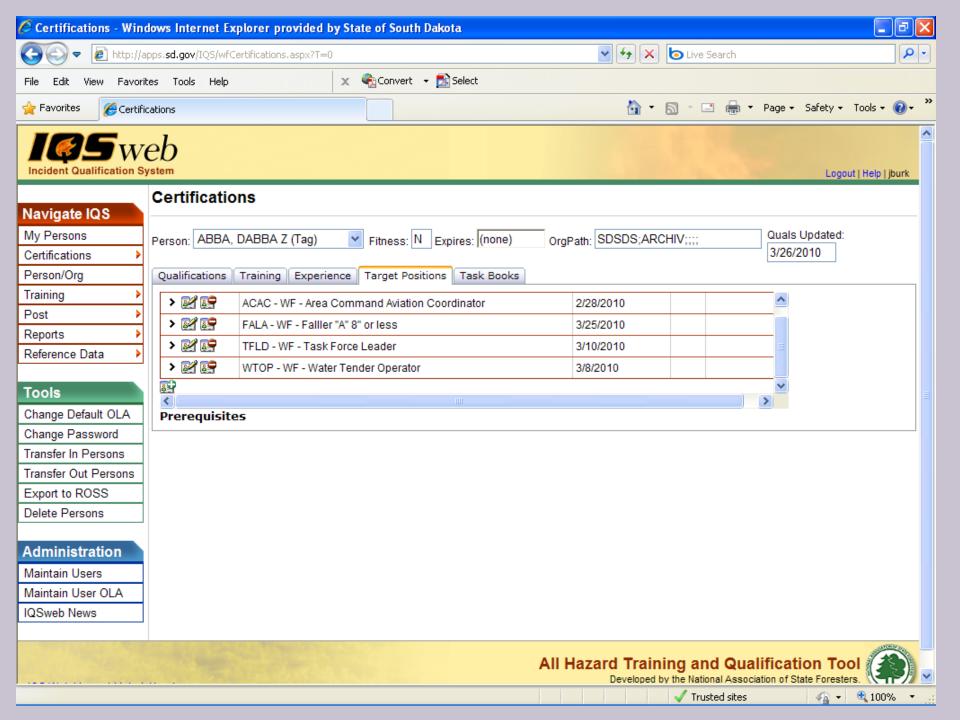
TRAINING

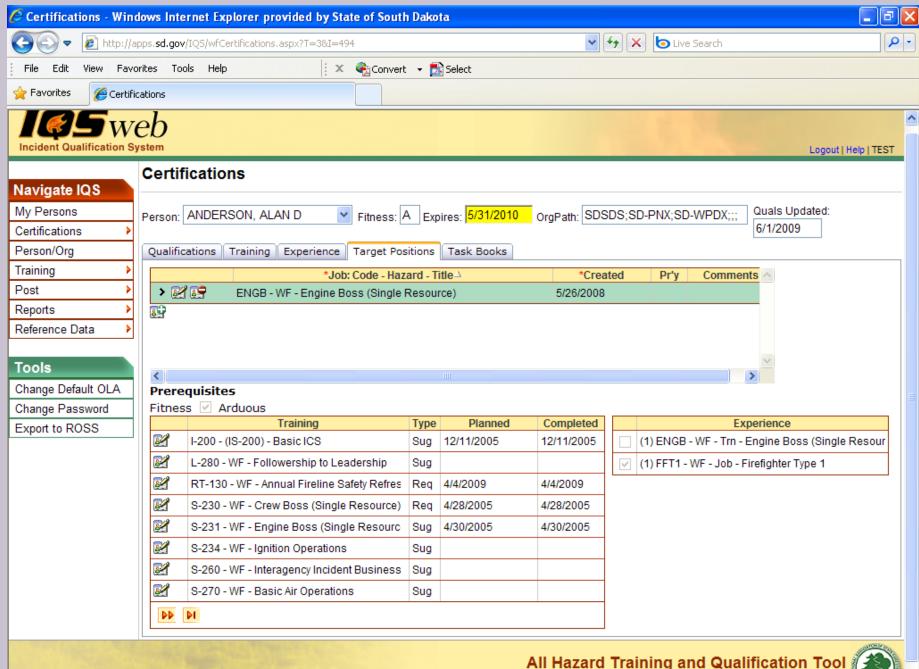


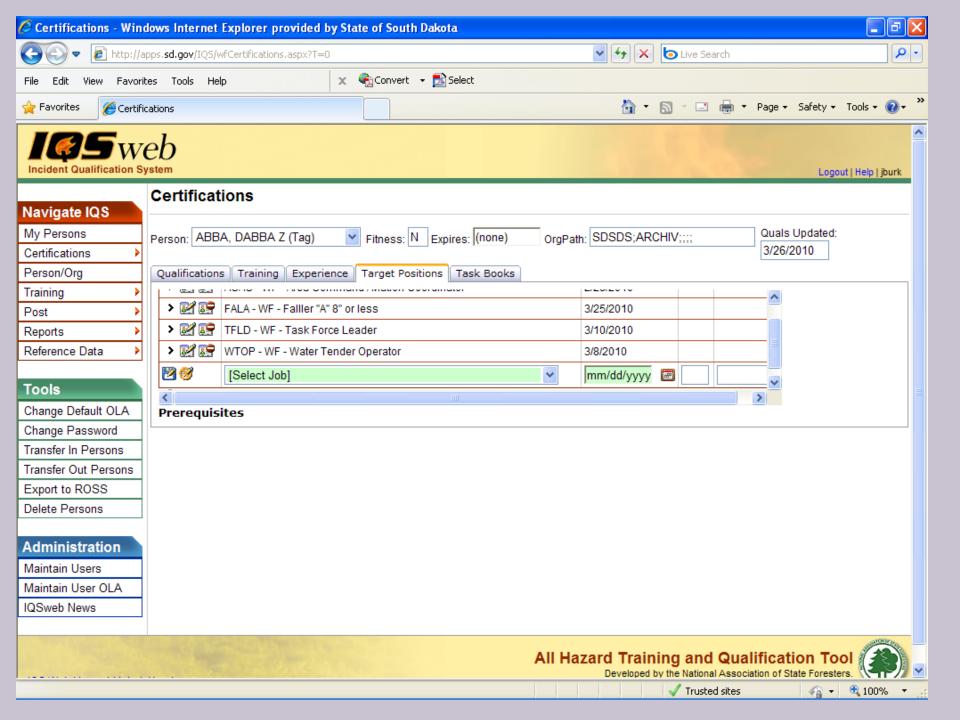
- WORKFORCE REQUIREMENTS
- TRAINING NEEDS ANALYSIS
- SCHEDULE TRAINING
- STUDENT SELECTIONS
- POST COURSE RESULTS
- INSTRUCTOR & COORDINATORS
- INSTRUCTOR/COORDI NATOR QUALIFICATIONS

TRAINING WORKFORCE REQUIREMENTS

- DEPARTMENTS
 MAY ENTER
 TARGET POSITIONS
 FOR PERSONNEL
 BEFORE
 TASKBOOKS ARE
 ENTERED
- IF TASKBOOKS ARE ENTERED PROPERLY TARGET POSITIONS WILL ENTER AUTOMATICALLY IF "YES" IS CLICKED WHEN SAVING TASKBOOK







TRAINING TRAINING NEEDS ANALYSIS

- TRAINING NEEDS **ANALYSIS WILL** NEED TO BE COMPLETED FOR YOUR DEPARTMENT PRIOR TO NOVEMBER 1ST TO FACILITATE TRAINING CALENDAR FOR THE FOLLOWING YEAR'S TRAINING
- WFS WILL START USING THIS TO FACILITATE WHAT CLASSES WILL BE SCHEDULED. THIS WILL BE THE TOOL TO DETERMINE WHAT IS NEEDED FOR WILDLAND TRAINING IN THE STATE

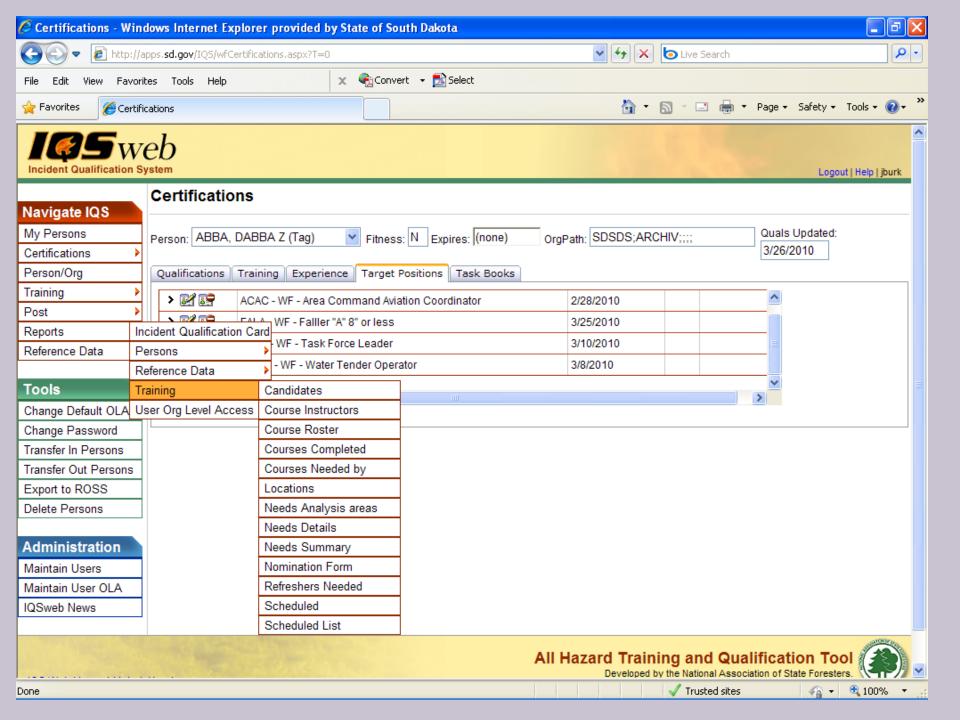
TRAINING SCHEDULE TRAINING

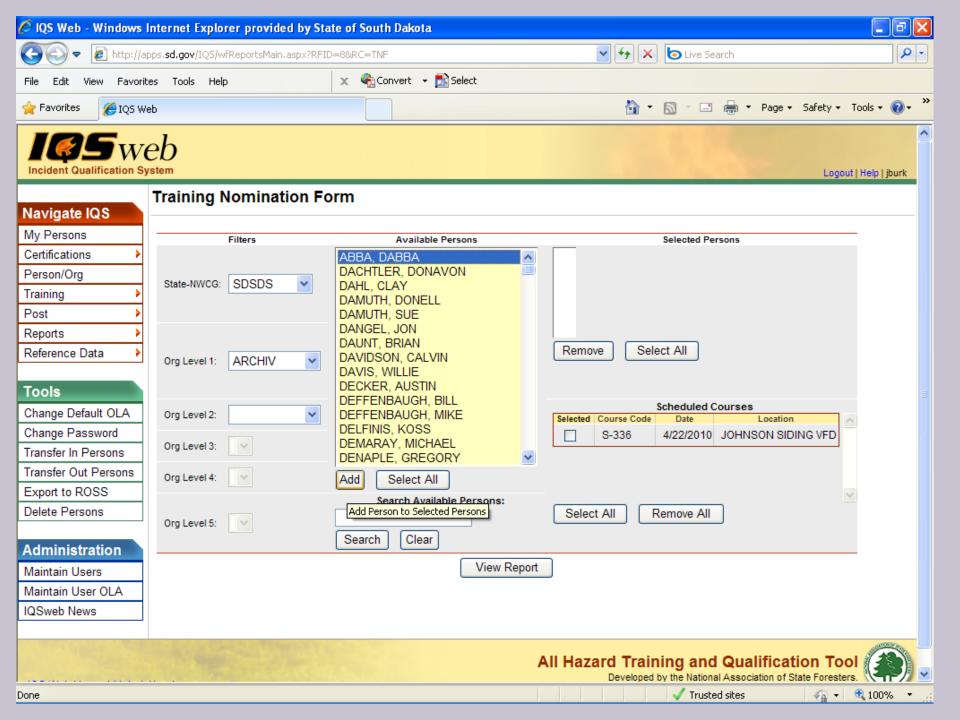
- WFS WILL HELP SCHEDULE AND ARRANGE CLASSES IN THE BEST AREA TO MEET THE GREATEST NEED FOR ALL WILDLAND FIREFIGHTERS IN THE STATE
- ALL NWCG WILDLAND TRAINING CLASSES WILL BE ENTERED INTO IQSWEB BY THE CLASS COORDINATOR **AFTER** COMMUNICATION WITH THE WFS TRAINING OFFICER

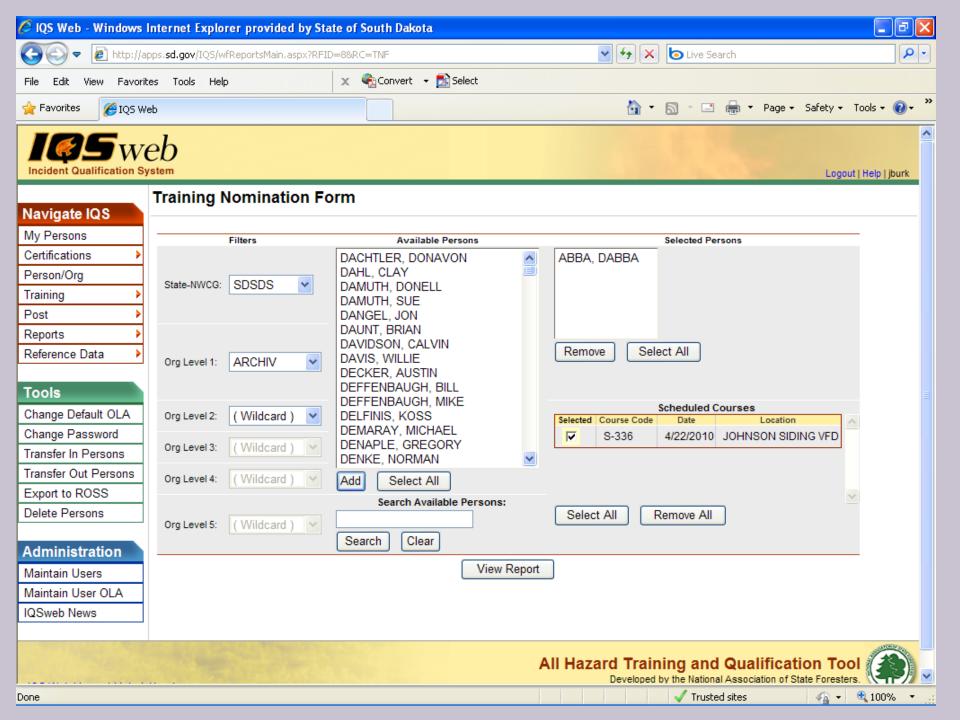
TRAINING STUDENT SELECTIONS

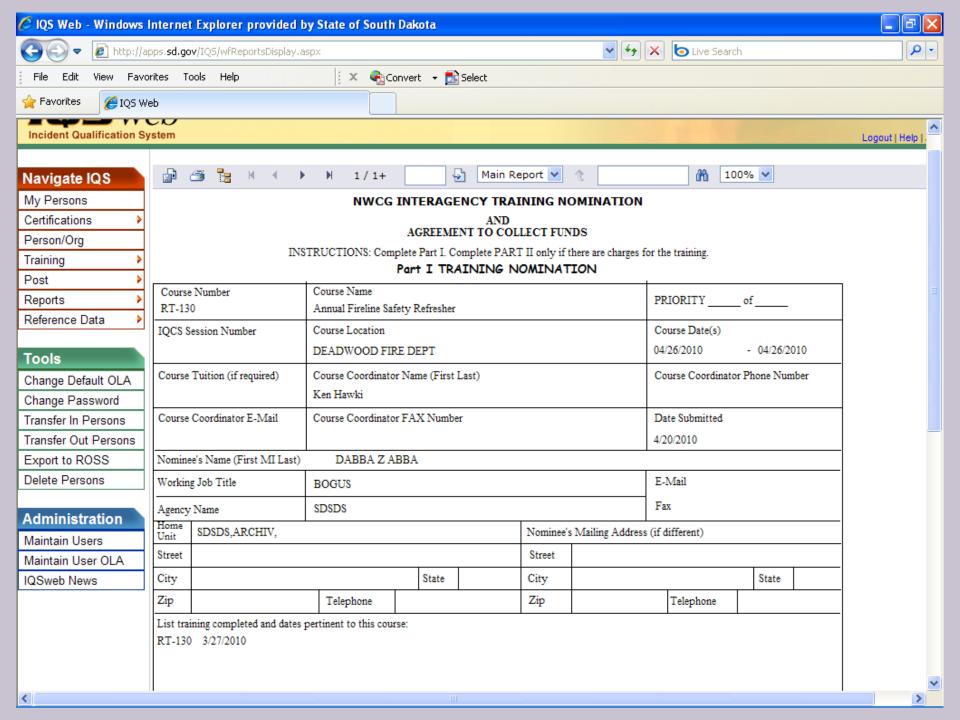
- ALL STUDENT
 NOMINATIONS FOR
 WFS SANCTIONED
 TRAINING WILL BE
 SUBMITTED
 THROUGH IQSWEB
- THE SELECTIONS
 AND ROSTER WILL
 ALSO BE DONE
 THROUGH IQSWEB

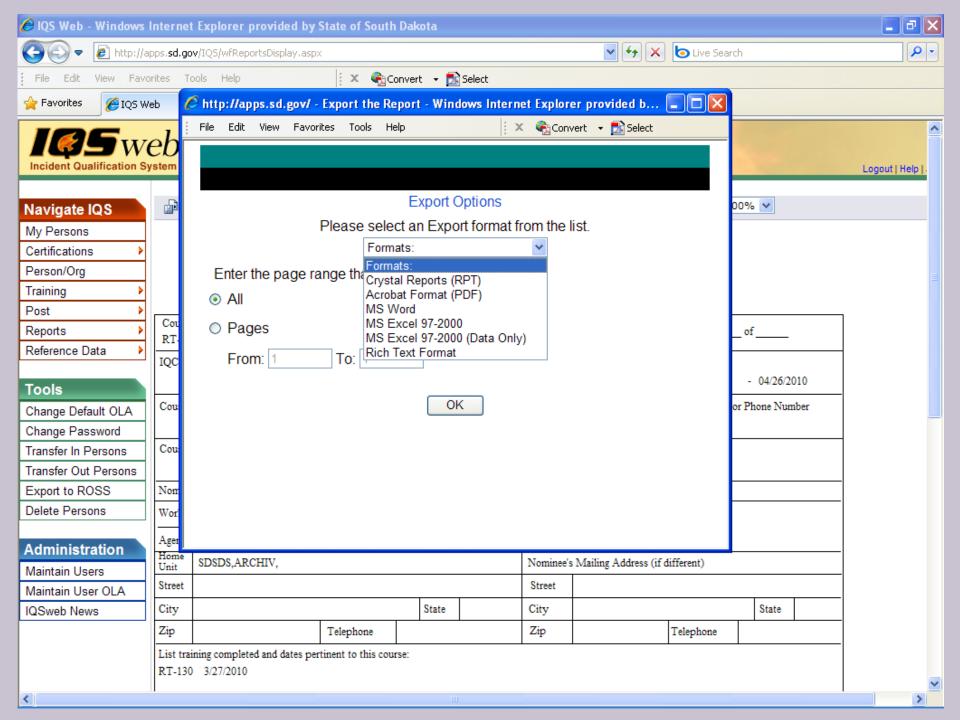
- DEPARTMENTS NEED
 TO CHECK RECORDS
 OF ALL PERSONNEL
 FOR COMPLETION
 DATES OF TRAINING
- IF TRAINING HAS NO
 COMPLETION DATE,
 NAME WILL KEEP
 APPEARING AS
 NEEDING CLASS











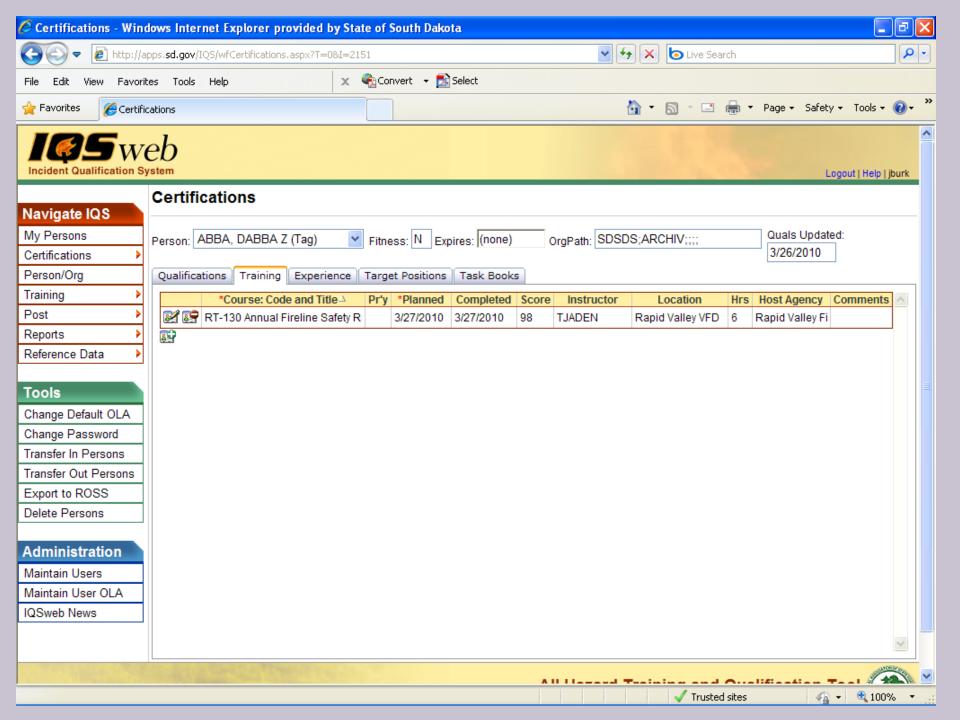
NOMINATION FORM

- AFTER SAVING THE
 FILE YOU CAN
 OPEN IT AND FILL
 IN THE PAYMENT
 INFORMATION
- SAVE YOUR CHANGES

PRINT OUT ANDFAX TO NUMBERON FORM ORATTACH TO E-MAIL

TRAINING POST COURSE RESULTS

- ALL TRAININGWILL BE POSTED INIQSWEB
- PERSONNEL
 TRAINING
 RECORDS WILL
 AUTOMATICALLY
 BE UPDATED BY
 IQSWEB AS CLASSES
 ARE ATTENDED
- RECORD WILL
 SHOW IN
 INDIVIDUAL'S
 TRAINING TAB
- RECORD WILL
 SHOW WHETHER
 COURSE WAS
 SUCCESSFULLY
 COMPLETED



TRAINING INSTRUCTORS & COORDINATORS

- CHECK TO SEE IF
 INSTRUCTOR'S /
 COORDINATOR'S
 NAME IS ALREADY
 IN INSTRUCTOR
 LIST
- IF POSSIBLE, ADDINSTRUCTOR /COORDINATORFROM IQS PERSONS

- IF NOT IN IQSWEB,CONTACT THE WFSTRAINING OFFICER
- DURING CLEAN-UP,
 WFS FOUND THE
 SAME INSTRUCTOR
 IN IQS SEVERAL
 TIMES WITH NAME
 SPELLED
 DIFFERENTLY

TRAINING FACILITATOR/INSTRUCTOR QUALS

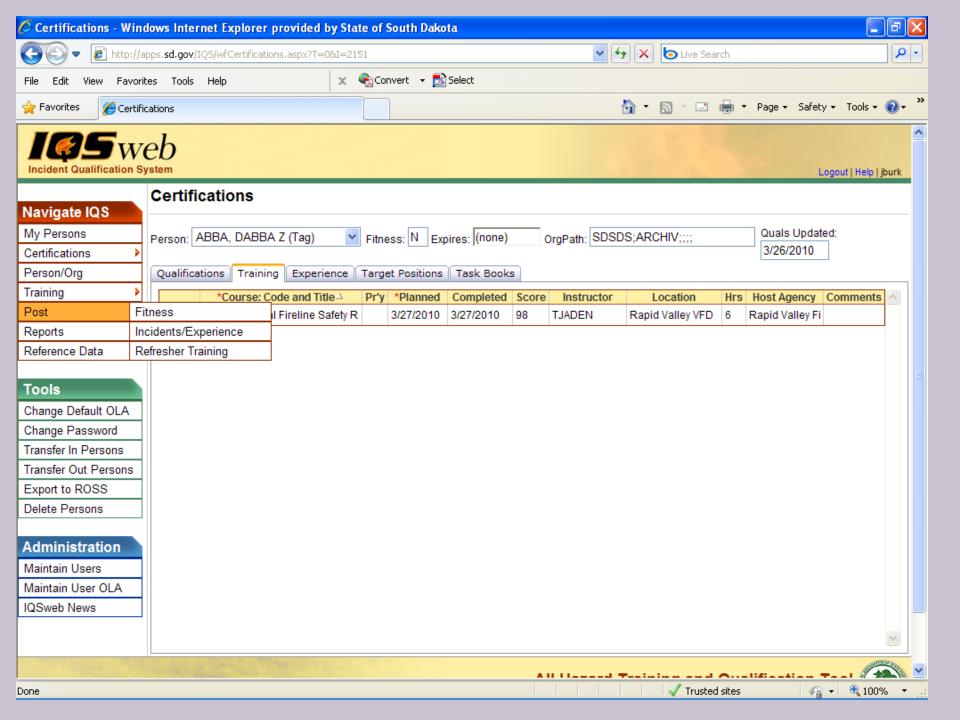


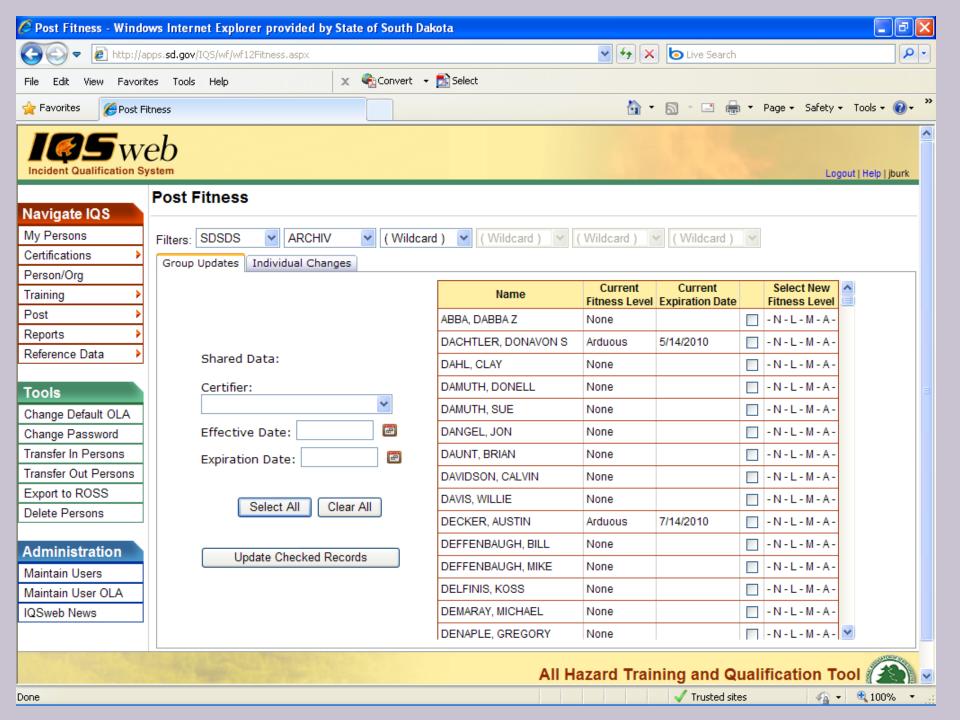
- CLASS LEAD
 INSTRUCTOR MUST
 BE APPROVED BY
 WFS TRAINING
 OFFICER
- INSTRUCTORS
 MUST MEET NWCG
 REQUIREMENTS

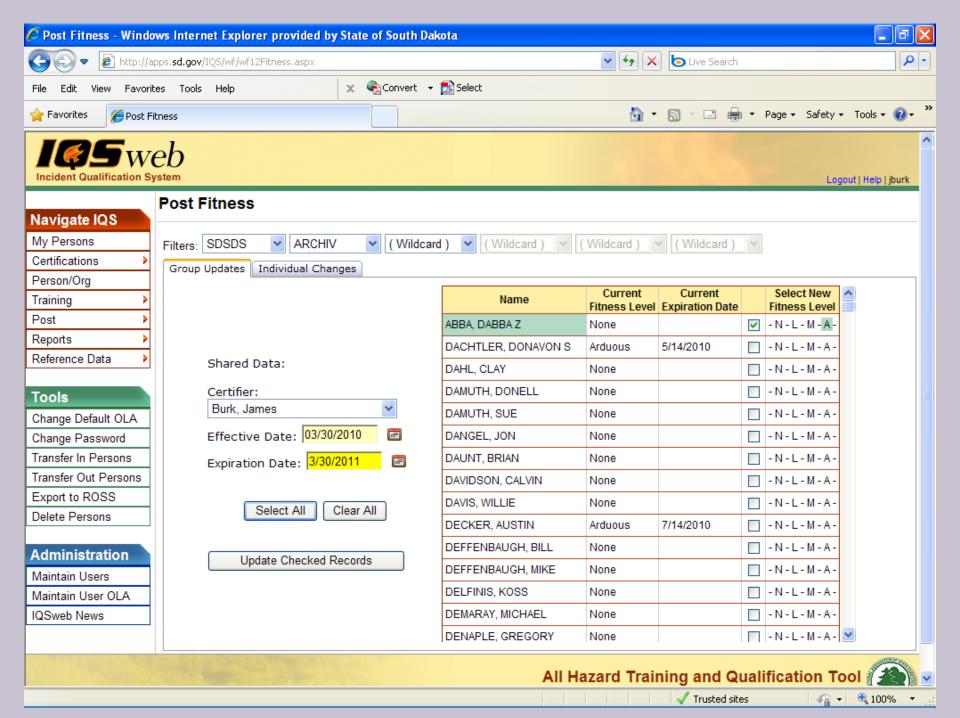
POST FITNESS



- ALL WORK
 CAPACITY TEST
 SCORES MUST BE
 INPUT INTO IQSWEB
- ALL WORK
 CAPACITY TEST
 INFORMATION MUST
 BE FORWARDED TO
 WFS
- WFS WILL VERIFY ALL INFORMATION







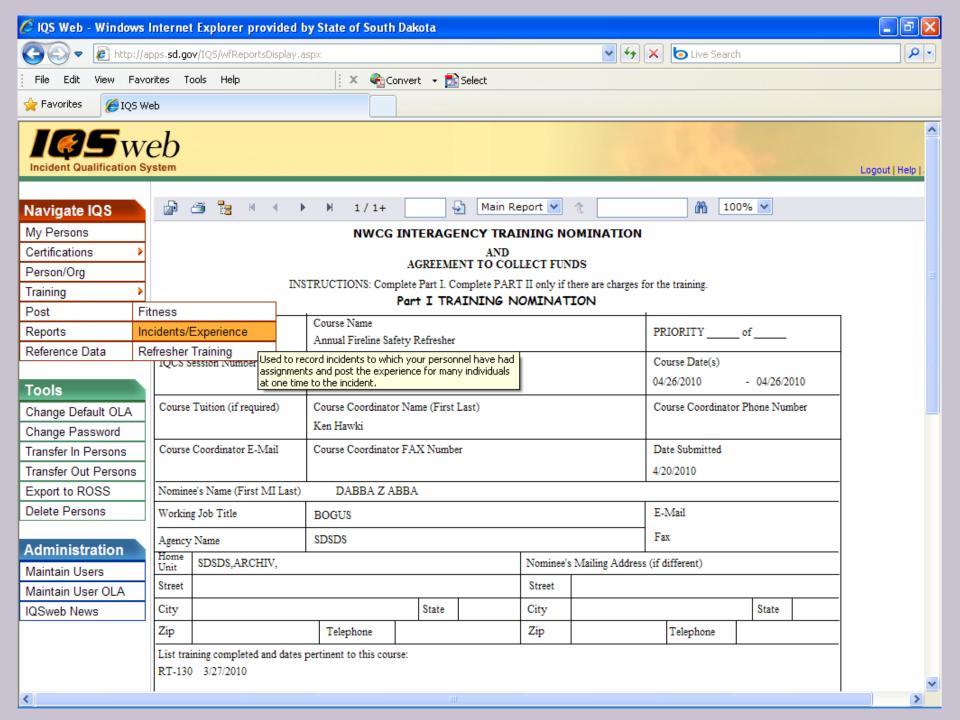
POST EXPERIENCE

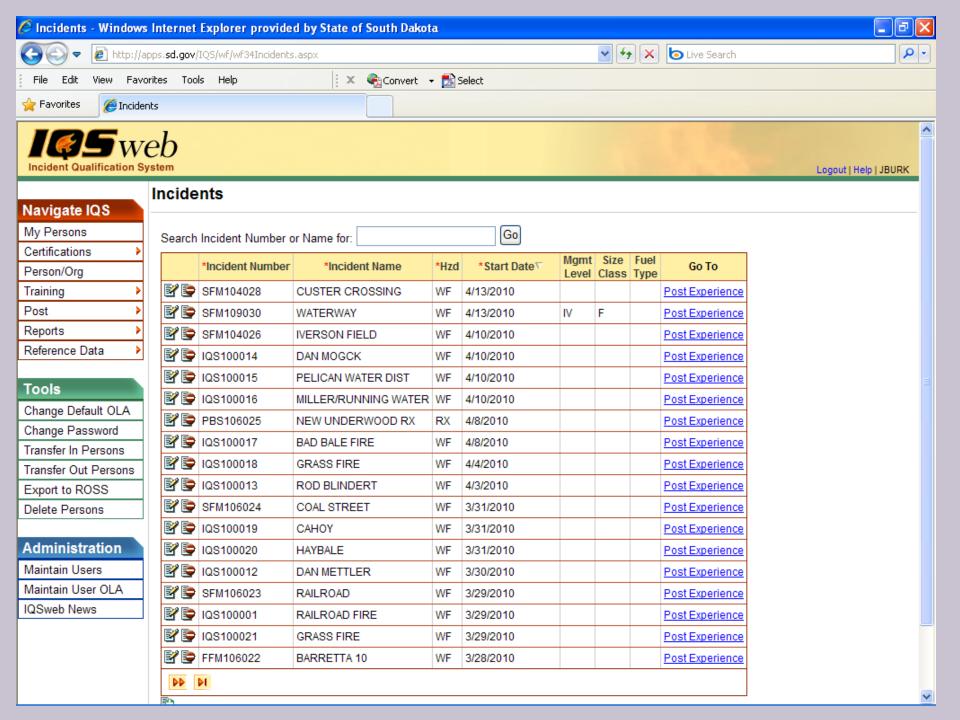
- DEPARTMENTS
 WILL NEED TO
 ENTER PERSONNEL
 EXPERIENCE IN
 IQSWEB TO KEEP
 NWCG
 QUALIFICATIONS
- AGAIN CURRENT
 INCIDENTS MUST
 BE IN IQSWEB
 BEFORE
 PERSONNEL
 EXPERIENCE CAN
 BE UPDATED
- ALL INCIDENT
 NUMBERS WILL BE
 ASSIGNED BY GPC
 AND INPUT BY WFS
 INTO IQSWEB

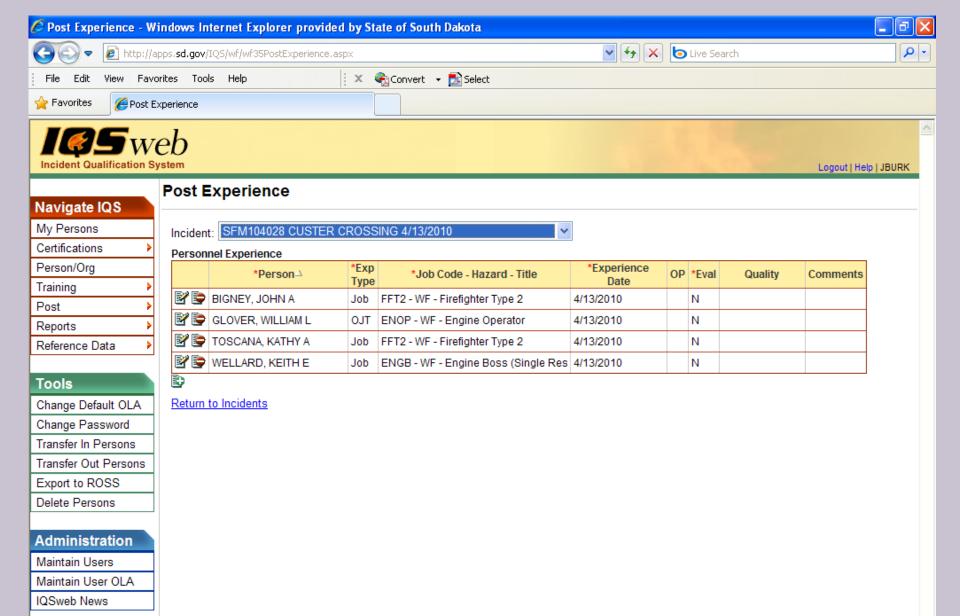
POSTING EXPERIENCE

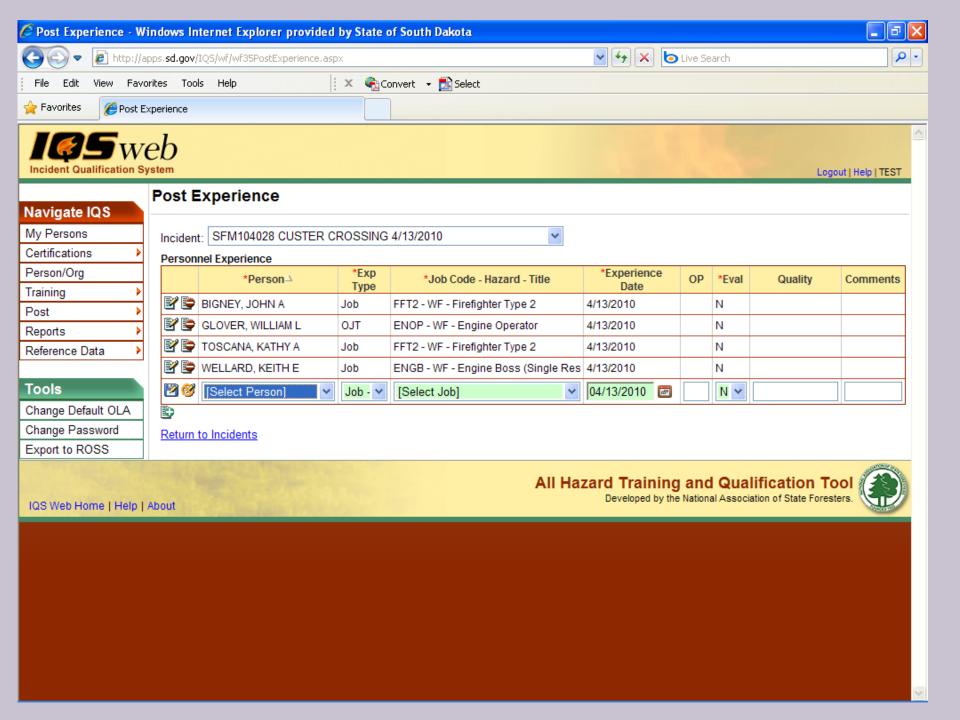
- PICK INCIDENT
- CLICK ON POST EXPERIENCE
- CLICK ON THE ADD ICON
- PICK PERSON FROM LIST
- ENTER EXPERIENCE TYPE

- ENTER JOB CODE
- ENTER DATE
- ENTER NUMBER OF OPERATIONAL PERIODS
- ENTER IFEVALUATIONDONE
- CLICK SAVE





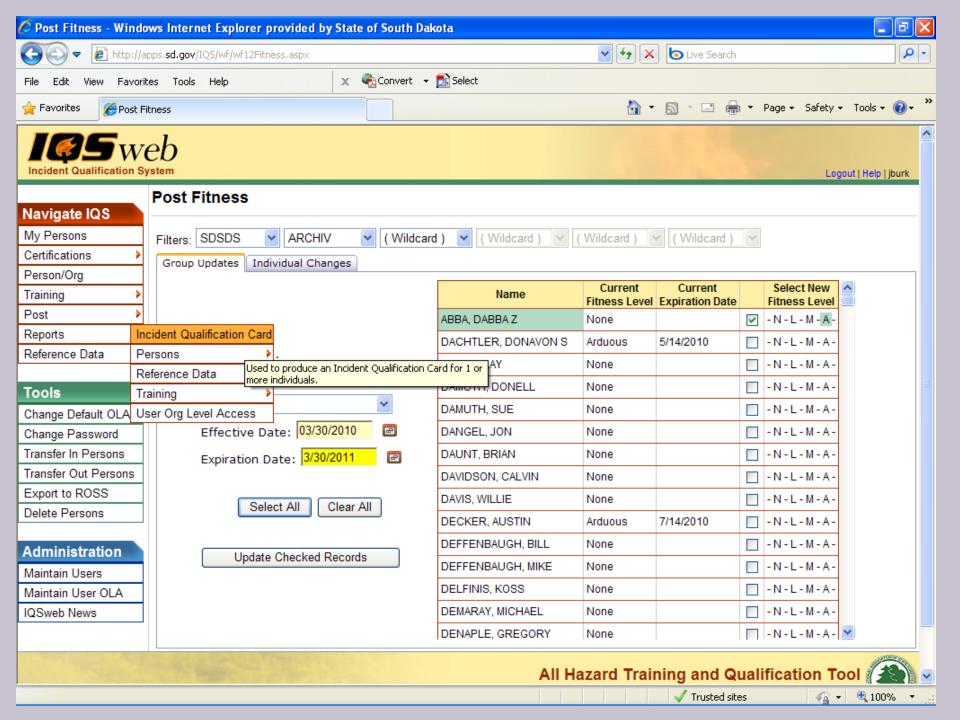




REPORTS

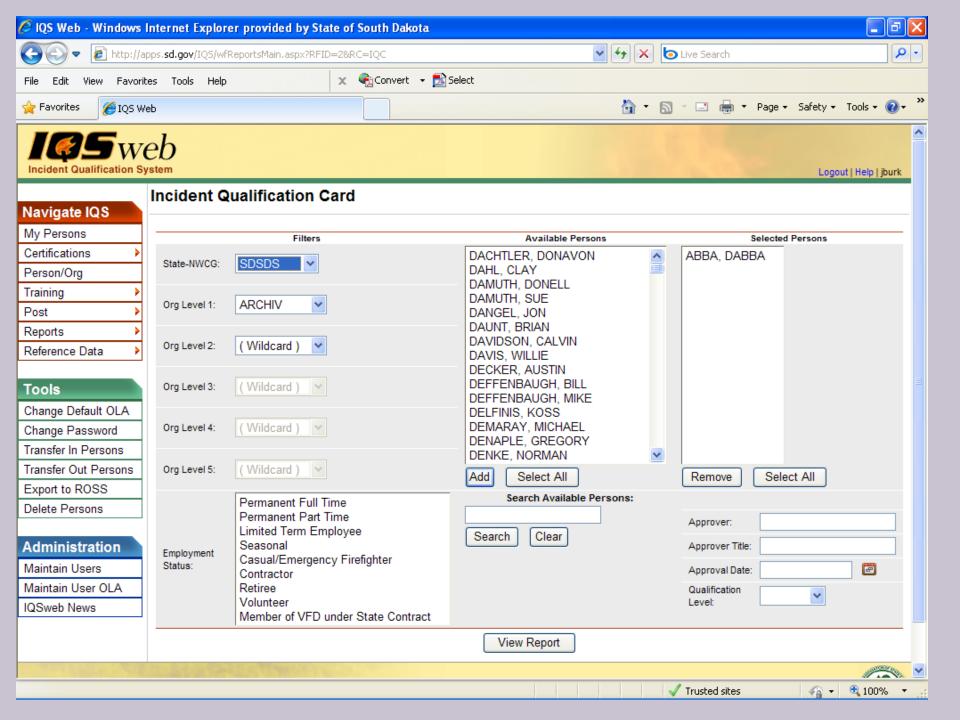
USERS WILL HAVEA VARIETY OFREPORTSAVAILABLE TOTHEM IN IQSWEB

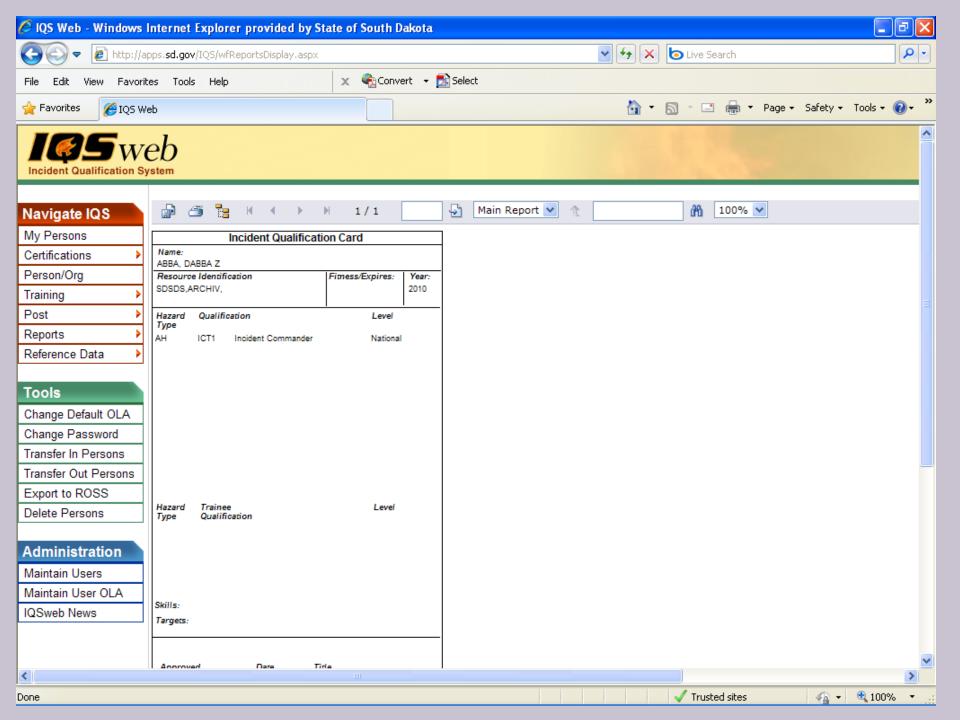




INCIDENT QUALIFICATION CARD

- SELECT PERSON(S)
 FROM LIST AND
 CLICK "ADD"
- FILL IN APPROVER,
 APPROVER TITLE,
 APPROVAL DATE
 AND
 QUALIFICATION
 LEVEL
- LEAVE QUAL LEVELBLANK TO PRINTALL QUALS
- CLICK "VIEW REPORT"
- IF CARD SHOWS UP
 BLANK OR NOT
 EVERYTHING IS
 THERE, DOUBLE CHECK THE
 PERSON'S RECORD



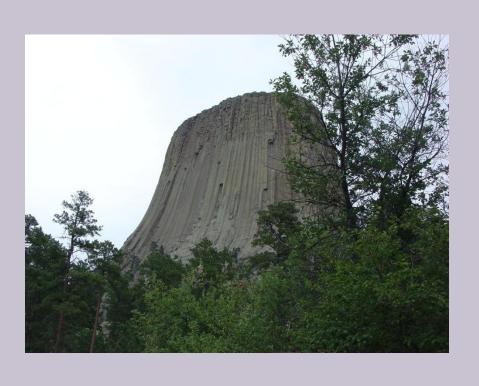


REFERENCE DATA



 DEPARTMENTS CAN **ADD OR MODIFY** STATION ADDRESS, NAME TEAMS OR **CREWS (THIS** INFORMATION ONLY SHOWS ON PERSON'S MASTER RECORD AND REPORT), AND **TRAINING** LOCATIONS

QUESTIONS ????



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- ROBERT.LEHMANN@
 STATE.SD.US
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